



HEADQUARTERS, UNITED STATES FORCES KOREA

UNIT #15237
APO AP 96205-5237

REPLY TO
ATTENTION OF

22 SEP 2008

FKCC

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: US Forces Korea (USFK) Command Policy Letter #2, Command Safety

1. This letter supersedes USFK Command Safety Policy #2, 3 June 2006. It remains in effect until specifically rescinded or superseded.

2. References:

a. DoD Instruction 6055.1, *DoD Safety and Occupational Health Program*, 19 Aug 1998.

b. DoD Instruction 6055.07, *Accident Investigation, Reporting, and Recordkeeping*, 3 Oct 2000.

c. USFK Reg 385-1, *United States Forces Korea Safety Program*, 25 Jan 1999.

d. FM 3-100.12/MCRP 5-12.1C/NTTP 5-03.5/AFTTP (I) 3-2.34, *Risk Management, Multiservice Tactics, Techniques, and Procedures*, 15 Feb 2001.

3. I am the USFK Safety Officer. Our achievable goal is no loss of life through needless accidents. This policy provides my guidance and articulates my expectations for commanders and leaders in the execution of safe operations, and in influencing the personal behavior of our Servicemembers to create a safe environment, on and off duty.

4. Accidents are impediments to training, mission readiness, and morale, and can have serious negative impact on our relationship with our host nation. Every accident is preventable. While calculated and mitigated risk-taking may be necessary to accomplish our training and operational requirements, taking unnecessary risks with people's lives and military equipment is irresponsible. Leaders must apply sound composite risk management procedures in all operations to ensure that realistic training and routine daily missions are accomplished to standards without injuring personnel or destroying vital equipment.

5. I am totally committed to the safety and well-being of every Soldier, Sailor, Airman, Marine, Civilian Employee, and Family Member in this command. We all must share this major stewardship role as leaders in order to maintain the combat readiness of our military personnel, as well as their physical and mental well-being, and personal and family readiness. It is a 24 hour a day, 7 day a week requirement and responsibility – on and off duty. Our philosophy must be overarching but simple: supervise, educate, reduce risk, and

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seek out and eliminate conditions, practices, and habits that threaten the safety of our people.

6. I intend to establish a command climate that encourages and rewards safe behavior and performance by all personnel. This will serve as an enabler for readiness, on and off duty. Risk assessment and risk mitigation must become a daily habit for all personnel and must be tied to open and continuous communication between Servicemembers and leaders. In order to reduce accidents, leaders at all levels must lead the way in changing behavior. It is especially important that leaders penetrate through their echelons of command to influence and empower subordinate leaders, especially first line supervisors, who are in the best position to impact our highest risk group – young Servicemembers in the grade of E-5 and below. To assist leaders in these efforts, commanders and DA civilians who supervise Servicemembers will comply with the following:

a. For on-duty activities, safety and composite risk management will be a priority.

b. For off-duty activities, commanders and DA civilians who supervise Servicemembers will implement "Under the Oak Tree" Counseling." Meeting "Under the Oak Tree" is the most effective way to positively influence behavior during off-duty periods. It is a back-to-basics approach that demonstrates leader commitment to taking care of Servicemembers. The first line supervisor meets face-to-face with a subordinate prior to any period of increased off-duty risk, including weekends, holidays, and passes / leaves, in order to provide safety guidance and to conduct an individual risk assessment of the subordinate's plans. Both parties then enter into a verbal "behavior contract," wherein the Servicemember agrees with the leader to take appropriate steps to mitigate risks identified with the specific activity he / she will participate in during the increased period of risk. This is not a paperwork requirement and no paper records are intended or required. Sponsors should consider adopting a similar risk identification and management program for their families.

7. **Safety Campaigns.** I will issue semiannual safety campaign directives that define and target specific risks and the program structure. Commanders and directors of USFK major subordinate commands and supporting activities will establish directives that implement the intent and specific requirements of these campaigns.

8. **USFK Commanders' Safety Council.** The USFK Commanders' Safety Council is a forum for discussing safety problems and keeping commanders informed on the status of the command's accident rates, prevention programs, policies, and initiatives. Meetings are conducted twice a year and attendance is mandatory for USFK Commanders two levels down and their Senior Enlisted Advisors, along with USFK Staff Principals. These meetings are my personal "Under the Oak Tree" opportunity to communicate directly with commanders and emphasize issues that affect our risk posture. Enclosure 1 provides more information.

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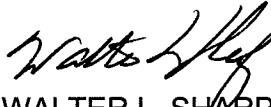
9. Sharp's Point Safety Messages. Whenever significant events occur that affect our military community, and whenever major risks arise that threaten the safety of our personnel, I issue a Sharp's Point safety alert. My intent in issuing these messages is to communicate important and useful information to all personnel quickly, top to bottom. Sharp's Point messages will be posted on unit bulletin boards and distributed in every way possible to meet my intent of immediate top-to-bottom notification.

10. Fatal Accidents outbriefs. Component commanders will brief me on all fatal on-duty accidents within 30 days after they occur or upon completion of the Safety Investigation Board (SIB) findings. Within 30 days after a fatal off-duty accident, the unit commander will give a verbal After Action Review (AAR) to the first general officer in his or her chain of command. A summary of the AAR results must be sent through the chain of command to me for my review. All relevant lessons learned must be shared through the USFK Command Safety Office.

11. Command Involvement. As the USFK Safety Officer, I charge each commander and leader in the chain of command with the same responsibility. Together, we can accomplish our mission and stewardship responsibilities while avoiding preventable losses and operating in a safe, accident free environment – on and off duty.

6. The point of contact is the Command Safety Director, 723-3934, usfksafety@korea.army.mil.

Encl
USFK Commanders' Safety Council
Charter


WALTER L. SHARP
General, U.S. Army
Commander

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USFK Commanders' Safety Council Charter

1. **Purpose.** To enhance readiness by heightening interest, gaining command engagement, sharing lessons learned and directing the use of the operational risk management process to detect and eliminate or control risk to mission, equipment, facilities, and personnel.
2. **Background.** I will personally chair the USFK Commanders' Safety Council. My goal is to ensure command leadership involvement in directing an effective accident prevention program. I am committed to reducing accidents and saving lives, and I expect every leader from the first-line supervisor to the highest levels of command to be committed as well. The Council provides a focal point for the oversight, coordination, and direction of the United States Forces, Korea Accident Prevention Program.
3. **Discussion.** The Council is a forum for discussing safety problems and keeping commanders informed on the status of the command's accident rates, prevention programs, policies, and initiatives. The Council will meet semi-annually – one leading up to the summer and one leading up to the winter – or more frequently at the Commander's discretion.
4. **Membership.** USFK Commanders two levels down and their Senior Enlisted Advisors, USFK Coordinating and Special Staff Principals and leaders from USFK supporting activities (IMA-KORO, DLA, DESC, AMC-FSB-FE, USACE-FEDE) are designated as members of the USFK Commander's Safety Council. Attendance, either in person or by video teleconference, is mandatory for members unless otherwise authorized by me, or the USFK DCG and Chief of Staff.
5. **Duration of Council.** This charter will continue until superseded.

Enclosure